



City of Austin - JOB DESCRIPTION



Assistant Director of NHCD

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	12490	Salary Grade:	E00
Approved:	February 08, 2006	Last Revised:	December 17, 2009

Purpose:

Under general direction of the Director of the Neighborhood Housing and Community Development Office, is accountable for overall day to day operations for the Housing, Community Development and Compliance activities of the Department and the Austin Housing Finance Corporation (AHFC). Directs personnel involved in providing programmatic, financial and managerial support for the Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Ensures all activities are carried out in compliance with departmental policy, local, state, and federal regulations and laws governing activities.
2. Directs at the executive level the activities related to the development, implementation and evaluation of initiatives, organizational structure, and daily operations.
3. Oversees development of Department/division/unit performance measures and reporting systems and utilizes these to establish accountability, determine progress, evaluate alternatives, assess productivity and obtain agreement on expectations in order to achieve required Department/division business results.
4. Delegates activities, responsibilities, and authority, as necessary and desirable, to division staff while retaining overall responsibility and accountability for performance. Ensures that responsibilities, authority, and accountability of all direct subordinates and unit supervisors are defined and understood.
5. Oversees activities designed to enhance organizational health and welfare of employees to include safety and employee health activities, reward and recognition activities, etc.
6. Reviews agendas, reports, and policy statements for presentation to boards and commissions and the Austin City Council.
7. Develops excellent working relationships with key staff, division and departmental employees, other governmental organizations, departments, stakeholders, and with external services, such as consultants, legal counsel, boards and commissions, and the Austin City Council.
8. Maintains an up-to-date knowledge of trends and practices in the areas of housing, community development, financial management, human resources, information systems and facilities management.
9. Informs the Department Director about current trends, problems and activities in these areas to facilitate decision making.
10. Analyzes fiscal impact of proposed policies and programs and recommends options to the Department Director.
11. Represents Department Director at City Council Meetings, Boards and Commissions, and Community events as directed.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of fiscal planning and budget preparation.

Knowledge of government or public sector practice, policy, and procedure.

Knowledge of principles, practices and methods of grant management in the field of housing and community development.

Knowledge of public policy development and analysis.

Knowledge of community needs assessment techniques.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Ability to quickly recognize and analyze irregular events.

Ability to establish and maintain effective communication and working relationships with city employees, citizens groups, and the public.

Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in Business, Public Administration, Planning, Urban Geography, Economics, or related field, plus five (5) years of progressively responsible management experience in comprehensive work on housing, community development, and social policy issues, two years of which were in a supervisory or managerial capacity.

Masters degree may substitute for 2 years of experience.

Licenses and Certifications Required:

None required.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.